



King County

**EMERGENCY OPERATIONS COORDINATOR
(PROJECT/PROGRAM MANAGER II)
PUBLIC HEALTH – SEATTLE & KING COUNTY
OFFICE OF THE DIRECTOR/PREPAREDNESS SECTION**
Hourly Rate Range: \$25.82 - \$32.72
Job Announcement: 05CM5483
OPEN: 9/7/05 CLOSE: 9/23/05

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 Third Avenue, Suite 600, Seattle, WA 98104**. Application must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Application materials may be faxed to (206) 205-5430. Contact Diane Bonne at (206) 205-5154 for further information. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A King County application form, data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 1200, Seattle, WA 98104.

WORK SCHEDULE: This position is overtime eligible. The employee normally works a 40-hour work week, Monday through Friday; however, evening and weekend work may be necessary at times and availability during emergencies or exercises is a requirement.

NOTE: Public Health is a first responder agency for natural disasters (e.g. earthquakes, floods, winter storms), naturally occurring infections disease outbreaks (e.g., pandemic influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorism events. This position, like all other positions in the Department, will be required to participate in public health emergency response training and will be pre-assigned to specific response teams. See additional information under Necessary Special Requirements.

POSITION SUMMARY: This position will perform professional planning and coordinating of emergency management programs and projects. The incumbent will be responsible for a broad range of projects which may include preparation of emergency plans and procedures, maintenance and operations of the Public Health Emergency Operations Center, management of Department emergency communications resources and systems, and training of Public Health staff on emergency procedures and protocols. This position reports directly to the Response Program Manager in the Preparedness Section.

Primary Job Functions Include:

- Prepare annual program/project goals, objectives and work plans;
- Develop plans and procedures related to Public Health response to all hazards and emergencies;
- Maintain readiness of the Public Health Emergency Operations Centers (EOC) and assume lead responsibility for all computer, projection and communication equipment set-up and operation;
- Develop and deliver training programs for Public Health employees on emergency operations;

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Assist with planning and implementation of emergency exercises and participate in exercises;
- Develop plans and procedures related to emergency communications including 800 MHz radios, amateur radios, cell phones, pagers, internet, etc.;
- Maintain functionality of emergency communications systems;
- Maintain emergency contact information for Public Health and emergency response partners;
- Report to the PH EOC or other EOCs, as assigned;
- With the Exercise Program Manager, prepare Department after action reports following emergency response activities;
- Maintain confidentiality of politically sensitive information that may be withheld from public disclosure;
- Write correspondence on matters related to PHSKC emergency management;
- Serve on the PHSKC Wells Fargo Safety Committee;
- Perform other emergency management functions, as assigned.

QUALIFICATIONS:

- Must demonstrate excellent planning and project management skills;
- Excellent written and oral communication skills, including public presentation skills;
- Ability to write and edit complex documents;
- Ability to organize large quantities of information;
- Demonstrated ability to set up, operate and troubleshoot various types of communications and office equipment such as laptops computers, projectors, cell phones, pagers, and 800 MHz radios;
- Ability to handle multiple projects simultaneously and prioritize effectively;
- Ability to work under time deadlines and work effectively under stress during emergencies;
- Good interpersonal, facilitation and team building skills;
- Good judgment, problem solving and decision making skills;

DESIRED QUALIFICATIONS:

- Bachelors Degree
- Knowledge and experience in all aspects of emergency management including mitigation, planning, response, and recovery
- Completion of the FEMA Professional Development Series.
- Experience in EOC operations.
- Skilled in developing emergency plans, procedures and checklists
- Skilled in the use of the Incident Command System

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a background investigation and maintain a WA State Driver License, or the ability to travel by other means within King County; must be able to serve during emergencies and disasters (i.e. during an emergency, the employee's work activities may be directed by the hiring authority). During exercises or emergencies, may be required to serve in an Emergency Operations Center or at other locations, and may be required to work non-standard shifts, which may include shift changes other than day shift hours, and on weekends and holidays.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: This position is represented by IFTPE, Local 17.

SEQUENCE NUMBER: 80-8243-0956